



# City of Culver City

## Staff Report Details (With Text)

**File #:** 16-757      **Version:** 1      **Name:** PRCS / Grant Fee Waiver-CCCPTA  
**Type:** Minute Order      **Status:** Consent Agenda  
**File created:** 3/14/2017      **In control:** City Council Meeting Agenda  
**On agenda:** 3/27/2017      **Final action:**  
**Title:** CC - Consideration of Granting Fee Waiver to the Culver City Council of Parent Teacher Associations in the Not-To-Exceed Amount of \$3,699.00 for Fees Related to the Rental of the Culver City Senior Center to Hold the Annual Honorary Service Awards Dinner and Show, "100 Years of Volunteering," on April 29 and April 30, 2017.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. 2017-03-27 - ATT 1 CCCPTA Fee Waiver Request Letter.pdf

Date	Ver.	Action By	Action	Result
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**CC - Consideration of Granting Fee Waiver to the Culver City Council of Parent Teacher Associations in the Not-To-Exceed Amount of \$3,699.00 for Fees Related to the Rental of the Culver City Senior Center to Hold the Annual Honorary Service Awards Dinner and Show, "100 Years of Volunteering," on April 29 and April 30, 2017.**

**Meeting Date:** March 27, 2017

**Contact Person/Dept:** Armando Abrego/PRCS  
Susan Obrow/PRCS

**Phone Number:** (310) 253-6724  
(310) 253-6628

**Fiscal Impact:** Yes  No

**General Fund:** Yes  No

**Public Hearing:**       **Action Item:**

**Attachments:** Yes  No

**Commission Action Required:** Yes  No

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (03/22/17); (Email) Ms. Maren Neufeld, President, Culver City Council of Parent Teacher Associations (CCCPTA) President (03/22/17)

**Department Approval:** Daniel Hernandez, PRCS Director (03/16/17)

### RECOMMENDATION

Staff recommends the City Council consider granting a fee waiver to the Culver City Council of Parent Teacher Associations in the not-to-exceed amount of \$3,699.00 for fees related to the rental of the Culver City Senior Center to hold the Annual Honorary Service Awards Dinner and Show (the "Event"), "100 Years of Volunteering," on April 29 and April 30, 2017.

## **BACKGROUND**

At the February 27, 2017 City Council meeting, Ms. Maren Neufeld, President of the Culver City Council of Parent Teacher Associations (CCCPTA) came forward during the "Joint Public Comment - Items NOT on the Agenda" period to read a letter requesting that the City Council approve a fee waiver to the CCCPTA for fees related to the rental of Culver City Senior Center to hold the Annual Honorary Service Awards Dinner and Show, "100 Years of Volunteering," on April 29 and April 30, 2017. In the letter, she estimated that the cost of renting the Senior Center for two nights would be over \$3,000 (Attachment 1). There was consensus that the request should be directed to the appropriate City Department and be placed on a future City Council meeting agenda.

Chartered in 1947, the CCCPTA works to promote the interests of Culver City youth and families. The organization brings Parent Teacher Association (PTA) programs to local schools, along with opportunities for schools and members to apply for grants and awards. CCCPTA has representative membership from all Culver City Unified School District elementary and secondary Parent Teacher Association and Parent Teacher Student Association units. CCCPTA is a proud signatory to "The Culver Compact," a public declaration of the community's shared commitment to youth.

## **DISCUSSION**

The fees related to the rental of the Culver City Senior Center for the Annual Honorary Service Awards Dinner and Show total \$3,699.00 (\$2,814.00 in Rental fees + \$525.00 in Staffing fees + \$360.00 in Security Guard fees). The Culver City Council of Parent Teacher Associations (CCCPTA) is categorized as a "Non Profit, Resident" (Rental Category B) organization, and all fees related to the rental of Culver City Senior Center Rooms B45, B47, C71 and the Dining Room, were calculated at those rates. These four rooms in the Senior Center are being booked by the CCCPTA from 5:30 p.m. until 10:00 p.m. (4.5 hours) on Saturday, April 29, 2017, and from 5:00 p.m. until 11:00 p.m. (6.0 hours) on Sunday, April 30, 2017. In addition, various equipment rental, set-up, damage deposit and other miscellaneous fees, as approved by the City Council, were applied for the services requested by the CCCPTA. The total of these fees over the course of the two days is \$2,814.00.

Dedicated staff time is necessary because the CCCPTA will be the only renter at the Senior Center during the time of the Event. The City Council approved fee for dedicated staff time is \$25.00 per hour. The rental agreement with the CCCPTA includes \$525.00 in staffing fees for the services of Parks, Recreation and Community Services (PRCS) Department Recreation Leader II staff and Haynes Building Services Operational Workers (a City contracted service).

Alcohol is being served at the Event on April 30, 2017, which requires Security Guard Services. Security Guards are provided by the City of Culver City through Absolute International Security. The City Council approved fee for Security Guards is \$20.00 per hour for a six hour minimum. The rental agreement with the CCCPTA includes \$360.00 for the services of three Security Guards on April 30,

2017. This allows enough coverage for two Security Guards to cover the entrances and one Security Guard to patrol the building and the grounds.

This is the third year that the CCCPTA has rented the Senior Center for its Event. It is staff's understanding that in the past, the Culver City Police Department (CCPD) has waived the requirement to deploy Police Officers to this Event as long as Security Guards were present. Ms. Neufeld was reminded that this request must be made directly to CCPD, since PRCS cannot make these types of arrangements on behalf of the CCCPTA.

PRCS Director Dan Hernandez has approved the use of the Senior Center Courtyard during the CCCPTA Event. Currently, there is no City Council approved rental fee for the Courtyard. However, after the Senior Center Courtyard Remodeling Project is completed this year, staff will come forward with a request to set a rental fee for this venue, which is anticipated to be an extremely desirable event location once the improvements have been made.

Susan Obrow, Veterans Memorial Complex Special Events Coordinator has informed Ms. Maren Neufeld, CCCPTA President, that the City has recently adopted a new procedure for fee waiver requests such as this, the "City of Culver Special Events Grant Program," and that a call-for-applications for 2017-18 events will be made available soon. Ms. Neufeld's email address will be added to the email distribution list that receives updates on the Program as they become available.

## **FISCAL ANALYSIS**

The City Council is requested to determine the amount of financial assistance, if any, to provide to the Culver City Council of Parent Teacher Associations for their Annual Honorary Service Awards Dinner and Show. The fees outlined in this report total \$3,699.00. Staff believes that this financial assistance could be provided to the Event with limited impacts on the General Fund. The Senior Center Rental Revenue (account 10130110.365710) is trending upward, above projections as adjusted at mid-year. There are currently sufficient funds in the Fiscal Year 2016/2017 City Council Adopted Budget for the in-kind assistance, in accounts 10130110.411200 (Veterans Memorial Complex / Part-Time Salaries) and 10130110.619800 (Veterans Memorial Complex / Other Contractual Services).

## **ATTACHMENT**

1. 2017-03-27 - ATT 1 - Letter read at the February 27, 2017 City Council Meeting by Ms. Maren Neufeld, President, Culver City Council of Parent Teacher Associations

## **MOTION**

That the City Council:

1. Consider granting a fee waiver to the Culver City Council of Parent Teacher Associations in the not-to-exceed amount of \$3,699.00 for fees related to the rental of the Culver City Senior Center to hold the Annual Honorary Service Awards Dinner and Show, "100 Years of Volunteering," on April 29 and April 30, 2017; and

2. Provide direction to the City Manager as deemed appropriate.